

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PM-2319**

**For:** All FAS National Office Employees

**2003 LEGIS Fellows Program**

**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A**

**Purpose**

This notice informs employees that HRD, Training and Development Branch (TDB) is accepting nominations for the 2003 LEGIS Fellows Program.

**B**

**Contact**

If there are questions about this notice, contact Regina Duncan, TDB at 202-418-9053 or TDD 202-418-9107.

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**2 LEGIS Fellows Program Overview Information**

**A**

**Program  
Overview**

The Brookings Institution offers an outstanding learning experience for Federal employees with management potential who would benefit from a comprehensive understanding of how the U.S. Congress operates. The LEGIS Fellows Program enables Executive Branch employees to take full-time assignments in the Legislative Branch for 7 or 12 months, working on the staff of a Member of Congress or a Congressional Committee.

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**Disposal Date**

May 1, 2003

**Distribution**

FAS National Office employees

9-13-02

**Page 1**

## 2 LEGIS Fellows Program Information (Continued)

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### A LEGIS Fellows Program Overview (Continued)

FAS will announce the Fellowship for the **1-year session** and require the applicant to return to the Legislative Affairs Office for a half year before resuming duties in another part of the Agency. Duties would be wide-ranging, with emphasis on the following:

- liaison with Capitol Hill (the Hill)
- monitoring, analyzing, and providing information on trade legislation to FAS staff and appropriate USDA officials
- coordinating FAS Hill activity.

**Note:** Watch FAS News for upcoming announcements of the following:

- information session to be held
- date and time to be announced.

The LEGIS Fellowship is for a calendar year; therefore, the employee must return to a regular assignment through the Washington Placement Plan (WPP) process, but could also apply for other vacancies, if it is understood that he or she completes the half-year assignment in Legislative Affairs. The position held by the employee at the time he or she takes the Fellowship would be announced as a regular vacancy for backfill and **not** be held for the employee. Civil Service employees are guaranteed a position at grade.

This Fellowship is for employees at the GS 13-15 level and FO-equivalent, with at least 2 years of service in the Executive Branch. The Brookings Institute LEGIS Fellows Program includes the following program elements:

- a full-time assignment for 12 months in the staff of a member of congress or a congressional committee in Washington, DC
- an intensive orientation program, including sessions on the legislative process and keys to being an effective staffer
- assistance in identifying an assignment on the Hill and on-going guidance throughout the Fellowship
- access to Brookings resources, including its scholars, seminars, briefings, and publications.

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## Notice PM-2319

### 2 LEGIS Fellows Program Information (Continued)

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#### B

##### Program Cost

Tuition cost for the 12-month Fellowship is \$5,450.

**Note:** Tuition for FAS employees shall be paid from the Agency wide management fund. Any travel expenses to the district of the legislator or committee field hearings will be paid by the division.

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#### C

##### Program Dates

Following are major dates for the 2003 LEGIS Fellows Program.

2003 LEGIS Fellows Program	Date
All nomination packages due in TDB.	October 4, 2002
Selected nominee's package is forwarded to Brookings.	October 18, 2002
Brookings make final selection.	October 31, 2002
Two-week orientation session starts (mandatory).	January 2003

**Note:** Assignments begin following the 2-week orientation

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#### D

##### Accommodation

Persons with disabilities who require accommodations to participate in this training should contact Regina Duncan at 202-418-9053 or TDD at 202-418-9107 by October 31, 2002.

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### 3 Nomination Process

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#### A

##### Nominee

##### Prerequisites

Nominees must:

- be grades GS/GM 13-15 or equivalent level
  - be career employees in FAS National Offices
  - be interested in an in-depth knowledge of the Legislative Branch processes and culture
  - have ability to work independently with minimum supervision
  - be willing to explore new ways of working to achieve results
  - have demonstrated flexibility in work habits
  - have held at least 2 different assignments, i.e., served in at least 2 distinct parts of a division.
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#### B

##### Nomination Package

To be considered for the Fellows Program, eligible employees must submit a nomination package containing the following:

- a completed AD-2008, 2003 LEGIS Fellows Program Nomination Form (Exhibit 1), including supervisory signature

**Note:** The nomination form is available on the **FFAS intranet site at <http://intranet.fsa.usda.gov>**.

- current SF-171, OF-612, or detailed resume signed and dated by the applicant, with a current home address
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### 3 Nomination Process (Continued)

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**B  
Nomination  
Package  
(Continued)**

- provide a written statement of up to 2 pages addressing how the abilities or competencies in the following areas are supported in your current position

**Note:** When providing the written statements, address the following abilities or competencies individually:

- oral communications skills
  - written communications skills
  - interpersonal skills
  - leadership skills
  - initiative, particularly the ability to function with minimal supervision and in an unstructured environment
  - technical competence, particularly the applicant's knowledge of policy and operations of the Agency
- a written statement describing the need and the relevance of this training to further your career goals, and how this training will be used by the Agency
  - a written statement by the first-line supervisor of the applicant's executive potential, and his or her need for this training, including the ability to apply the knowledge gained to future FAS assignments

**Note:** If the applicant has been in present position for less than 6 months, he or she may add an evaluation from the previous supervisor.

- list all formal courses taken in the last 5 years.

**Note:** Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not** apply directly to the Brookings Institution. **Because of a major mail delay, it is recommended that the applicant send the original and 2 copies of the completed nomination package using FedEx or hand deliver to Regina Duncan.**

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### 3 Nomination Process (Continued)

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#### C Sending Nomination Forms

Send the original and 2 copies according to the following table.

IF method of delivery is...	THEN use the address..
U.S. Mail	Regina Duncan USDA, FSA, HRD, TDB STOP 0574 1400 Independence venue SW Washington DC 20250-0574
FedEx	Regina Duncan 2101 L Street NW, Suite 303-A Washington, DC 20037
Hand Delivered	Regina Duncan 2101 L Street NW, Suite 303-A Washington, DC 20037

**Note:** FAXed copies of nomination packages will **not** be accepted.

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#### D Deadline

HRD, TDB must receive all nominations with a completed package by COB October 4, 2002. Nominations received after this date will not be considered. Substitution of items will not be permitted after the deadline.

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#### 4 Agency Nomination Process

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##### A

##### Participants by Organization

Employees selected will be organizationally distributed as follows:

FAS may support 1 nominee for the 12-month Fellowship.

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##### B

##### Participant Selection

Participants will be selected for nomination as follows.

- TDB reviews applications for eligibility.
  - USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs. This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.
  - A panel will review and rank employee nominations using criteria established Agency wide.
  - The Executive Advisory Group makes recommendation based on panel rankings.
  - The Administrator or designee selects final participant based on recommendation.
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#### 4 Agency Nomination Process (Continued)

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##### C

##### **Panel Membership**

HRD, TDB will select and facilitate panels. The Selection Panel for nominees will consist of:

- 3 voting Agency employees
- 1 HRD, TDB nonvoting representative
- 1 EEO nonvoting representative
- 1 Union nonvoting representative. (Union participation will be based on Agency's selection panel.)

**Note:** No panel will be held if the number of applications received does not exceed the number of positions available.

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##### D

##### **Agency Nomination**

HRD, TDB notifies the employee of the nomination decision and submits a completed nomination package to The Brookings Institution for review and selection decision.

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#### 5 Selection Process

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##### A

##### **The Brookings Institution**

The Brookings Institution selects Fellows as follows:

- reviews each nomination package
  - makes the selections for Fellowships
  - notifies Agency and employees of their selection
  - once the employee is in the program, works to match individual's skills, experience, and preferences with the requirements of Congressional offices.
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##### B

##### **Labor Management Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

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## AD-2008, 2003 LEGIS Fellows Program Nomination Form

This form is available electronically.

<b>AD-2008</b> (09-10-02)		<b>U.S. DEPARTMENT OF AGRICULTURE</b>	
<b>2003 LEGIS FELLOWS PROGRAM NOMINATION FORM</b>			
Note: Deadline October 4, 2002			
1. Name	2. Division/Staff (include Office Address)		3. Room Number and Stop Code
4. E-mail Address			
5. Title	6. Grade	7. Full-Time Federal Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Telephone Number (include Area Code)
			9. FAX Number (include Area Code)
10. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified.			
A. Supervisor's Signature	B. Date (MM-DD-YYYY)	C. Supervisor's Telephone Number (include Area Code)	
D. Print Supervisor's Name and Title	E. Supervisor's Mailing Address		
11. Other required information to be included with this nomination form:			
<p>A. Written statement of up to 2 pages addressing how this training will also improve performance in current and expected job assignments. Emphasis should be on how your abilities or competencies in the following area contributed to your success.</p> <ul style="list-style-type: none"> <li>• oral</li> <li>• written</li> <li>• interpersonal communication</li> <li>• leadership</li> <li>• initiative</li> <li>• technical competence.</li> </ul> <p>B. A written statement describing the need for this training, relevance to career goals and how this training will be used by the agency.</p> <p>C. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.</p> <p>D. List of all formal training courses taken in the last 5 years.</p> <p>E. A statement written by the first-line supervisor assessing the applicant's potential for supervisory or managerial responsibilities.</p>			
12. Please submit this nomination form, and all other information listed in Item 11 (the original and 2 copies), by October 4, 2002, to:			
<b>Regular Mail:</b> Regina Duncan USDA, FSA, HRD, TDB Stop 0574 1400 Independence Avenue, SW Washington, DC 20250-0574		<b>Or Fed Ex:</b> Regina Duncan USDA, FSA, HRD, TDB Suite 303-A 2101 L Street, NW Washington, DC 20037-1526	

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